

GIS Steering Committee

Meeting Minutes - June 16, 1993

The meeting was called to order at 1:30 p.m. by the Chair, Rod Armstrong.

Present were:

Rod Armstrong	Governor's Policy Research Office
Mahendra Bansal	Natural Resource Commission
Jim Brown	State Surveyor's Office
Dennis Burling	Department of Environmental Quality
Blaine Dinwiddie	Omaha Public Power District
Jim Douglas	Nebraska Game & Parks Commission
Pat Hammond	Department of Environmental Quality
Les Howard	Conservation & Survey Division - UNL
Jerry Knocke	Department of Revenue
James Langtry	Lancaster County
Judy Larsen	Dodge County Supervisor
Jim Merchant	Conservation and Survey Division
John Miyoshi	Lower Platte NRD
Greg E. Nelson	Geology information consultant
Jay Parsley	SAIC (GIS consulting)
Jerry Odum	National Geodetic Survey, USDOC
Jon Ogden	Department of Roads
Duane Stott	Scottsbluff County Surveyor
Susan Traylor	Nebraska Game & Parks Commission
Laura Valenziano	Legislative Research Office
Dayle Williamson	Natural Resources Commission
Dennis Wilson	City of Omaha
Larry Worrell	Lancaster County Surveyor
Larry K. Zink	Coordinator, GIS Steering Cmte.

BILL MILLER'S FRAME - RELAY PRESENTATION: Rod requested that the proposed agenda be modified so that Bill M. could do his presentation first and the Str. Cmte. agreed to this change. Bill shared with those present the work the state has done with the 42 telephone companies serving Nebraska to promote a cooperative effort to develop a high-speed, frame relay data transmission loop in the state. Most of this service capability is now a practical reality.

MINUTES: Dayle W. moved, it was seconded and passed unanimously that the minutes of the May 19th Str. Cmte. meeting be approved as written.

DATA INVENTORY SUBCMTE.: Jon O. said there wasn't much to report due to the fact that the Nebraska Library Commission is moving. Their staff are the ones responsible for the next phase of the pilot project. Jon hopes to have a report by the July Str. Cmte. meeting.

POLICY SUBCMTE: Needs Assessment Questionnaire. Larry Z. reported on the efforts by the Policy Subcmte. to develop a questionnaire for a needs assessment. Two Subcmte. meeting were held and four draft variations considered. The two-sided, 8-1/2 x 14 questionnaire that was sent out with the minutes is the Subcmte.'s proposed questionnaire. This questionnaire would be sent out with a two-side sheet that gave definitions for the Data Categories and a general instruction sheet. The proposed questionnaire received support from the Str. Cmte. A few suggestions were offered for improvement.

It was suggested that the phrase "complete both sides" be in larger lettering and bold. Mahendra B. asked a question about under what category "population" data files would go and Larry Z. noted that the Subcmte. had combined them with the "Socio-economic" category. Duane S. asked where one would place data files related to "Enhanced 911", and Larry Z. responded that it would probably need to be in an "Other" spot.

Larry Z. reported that it was the Subcmte.'s proposal that an initial test of the questionnaire instrument be conducted with the agencies represented on the Str. Cmte. and three other agencies (Game & Parks, Dept. of Health, Economic Development). Based on feedback from these agencies, the questionnaire may be modified before sending it out to a wider audience. Dennis Wilson also offered to work with Douglas County to get information on this test run phase. The question of timing was discussed and it was proposed that the questionnaire be due back roughly two weeks after they were mailed to the agencies.

Letter to Agency/Organizational Directors Regarding Strategic Plan. Rod shared the draft of a letter written to be sent to agency and organizational Directors, enclosing a copy of the Strategic Plan and the Appropriations Bill language relating to GIS. This letter was suggested at the May Str. Cmte. meeting. The intent of the letter is to inform these leaders about the Strategic Plan and ask for their support and feedback. The letter will also request a key contact person for later data inventory work. The question was raised about the merits of sending this letter to Str. Cmte. agencies. It was noted that this was not intended, as those agencies already have seen and expressed support for the Strategy. It was suggested that the Response Form be modified to include a line for "Representing" on the key contact section and a place identifying where to return the form.

Game and Parks Proposal. Rod noted that the Game and Parks Commission is in the early stages of implementing a GIS and several discussions have occurred between G&P staff and Str. Cmte. members and Larry Z. about how the Str. Cmte. might related to that process. Following some of those discussions, G&P requested that 1/4 of Larry's time, for the next six months (July 1, 1993 through December 31, 1993) be allocated to coordinate an in-depth GIS needs assessment for their agency. In exchange for this, G&P was willing to provide \$2,500 to the Str. Cmte. fund for staff support.

The G&P request was discussed at the 6/3/93 Policy Subcmte. and it received generally favorable reviews. Based on that Subcmte. meeting, Larry Z. held a further meeting with G&P to discuss the idea in more detail and a draft "Memorandum of Understanding" was prepared (*sent out with Agenda*). Larry Z. noted that an updated version was handed out in the material for this meeting. The only change on this updated version was the addition of a clause noting G&P's commitment to document the time and process that their agency used for the needs assessment, so that this information would be available to the Str. Cmte.

Rod A. expressed his support for this proposal and urged the Str. Cmte.'s support. In the discussion that followed, Blaine D. raised the question of whether there would be objections to this because the Str. Cmte. was moving into an area where there were private consulting firms offering this service. Several responses acknowledged the validity of the question, but noted that this was one government agency helping another and, as such, is common practice. Jim B. moved that the Str. Cmte. enter into the agreement with G&P, provided that the Memorandum be modified to include a clause allowing for termination by either party with 15 to 20 days notice. The motion was seconded. Dayle W. expressed support for assisting G&P, but also expressed a concern that we need to be sure to accomplish what the Legislature requested so that agencies can move ahead. He said we needed to be prepared to reassess the G&P proposal if we are lagging behind. Laura V. expressed the desire to have regular reports from Larry about how much time he is spending with the G&P project. Jim B.'s motion in support of the G&P proposal passed unanimously.

TECHNICAL STANDARDS SUBCMTE: Terry K., Chair of the Subcmte., was not at meeting and therefore had no report. Mahendra B. indicated that Terry K. was working on the standards proposals and planned to have those that the Subcmte. had targeted for July 1, 1993 completion ready for the Str. Cmte. to consider by then. Larry Z. expressed a concern that those standards proposals be available, in printed form, by July 1st, so that they could be mailed to the Str. Cmte. and potentially be acted on at the July Str. Cmte. meeting. That would allow for their inclusion in the Annual Report. The Standards-related tasks targeted by the Technical Standards Subcmte. for completion on or before July 1st include: Goal 4, Obj. 1, Tasks 1-4; Goal 4, Obj. 3, Task 1; and Goal 4, Obj. 5, Task 1.

EDUCATION SUBCMTE: Jim Merchant, Chair of this Subcmte., was not at the meeting and there was no report.

STRATEGIC PLAN UPDATE: Revisions to Strategic Plan. Larry Z. suggested that the Str. Cmte. has at least two options for relating the Appropriations Bill language to the Strategic Plan. They could bend and modify the Goals and Objectives of the Strategic Plan, as it currently exists, to fit in the concepts in the language of the Appropriations Bill. Or they could write an additional Goal, Objectives and Tasks to specifically address the Legislature's intent. Larry proposed the latter course.

Larry Z. provided the Str. Cmte. with his first draft for such a Goal, Objectives and Tasks (*attached*). Larry noted that he was responsible for the draft language for Objective 1 & 2 and that he had asked Steve Henderson to draft the Tasks for Objective 3. Larry noted that the Policy Subcmte. had briefly reviewed his proposed language and had mixed feelings, and consequently made no recommendation, about its inclusion in the Strategic Plan. Following discussion, Jon O. moved and Jim B. seconded that a separate goal be incorporated into the Strategic Plan. The motion passed. The Str. Cmte. referred the proposed Goal, Objectives, and Tasks to the Policy Subcmte. for review of the specific wording.

Narrative Version of the Strategic Plan. Larry Z. offered to the Str. Cmte., for their review and editing, his first draft of the Strategic Plan in a narrative format for the Annual Report (*sent out earlier with the Agenda*). Larry indicated that he felt that this format was preferable for the Annual Report. The Str. Cmte. supported the narrative format. Str. Cmte. members are to submit editorial suggestions, in writing, to Larry prior to July 9th.

STAFF REPORT: Larry Z. passed out and reviewed briefly a printed staff report (*attached*).

NEB*SAT. He also provide a brief report on his visit with Jack McBride to discuss how the NEB*SAT Coordinating Council works. He reported that Jack said that group has been successful at maintaining fairly consistent, high-level participation in their meetings. One of the major contributing factors for this, according to Jack, is that they permit no proxy voting. Alternate representatives can attend and participate in the discussions, but they can not vote. Larry Z. suggested that the GIS Str. Cmte. should discuss and consider this approach, if it wants to generate more consistent Director-level participation. The matter was referred to the Policy Subcmte. for discussion.

Call for Written Reports from Str. Cmte. Agencies. Larry Z. also passed out a sheet entitled: "Desired Agency Reports on GIS Utilization and Plans" (*attached*). This sheet outlined Larry's proposal that each agency represented on the Str. Cmte. produce two written reports on their use and plans related to GIS. The first would be a one-page document to be incorporated in the Annual Report and due to Larry by July 15th. The second would be a more detailed report on current use and future plans related to GIS. This information would be used to informat the Str. Cmte. on the plans of the various agencies and provide the basis for developing a shared vision of GIS development in the state. This information would also provide the basis for recommendations to the Legislature for future GIS investment.

The Str. Cmte. discussed and endorsed the general idea of the two written reports. Agencies represented on the Str. Cmte. were asked to prepare, and get to Larry Z. by July 15th, the first report as outlined on the handout sheet. The specifics of the other report will be discussed at the next meeting.

STAFF FUNDING UPDATE: Rod A. reported that efforts were going fairly well to secure agency commitments to fund a full-time Coordinator's position at least through the end of the year.

OTHER BUSINESS: Dennis W. shared with the group that the City of Omaha now has 180 GPS points throughout the city. This information is available through Dennis.

FUTURE MEETING DATES, PLACES, AND AGENDAS: Larry Z. reported that he was interested in exploring the possibilities of rescheduling the Str. Cmte. meetings from Wednesday because Judy Larsen frequently has conflicts with her County Commissioners meeting. Those Commissioner meetings are every other Wednesday and when there are five Wednesdays in a month she gets out of sequence with the Str. Cmte.'s third Wednesday. After comparing other members regular scheduling conflicts, it appeared that the only other alternative was Friday afternoon. There was a luke warm receptivity to this possibility. After further discussion, it was decided to stay with Wednesday and see if we could adjust, in advance, which Wednesday relative to Judy's Commissioner meeting schedule.

NEXT MEETING DATE AND PLACE: July 21st, 1:30 pm, Computer Data Processing Building, 501 South 14th St., Lincoln, (nearby the capitol building, southwest corner of 14th & K). The meeting will be in Conference Room 4A. Take the elevator to the 4th floor and receptionist will direct you.